Treasurer's Monthly Report Form

#91615

Make additional copies for each meeting.

Monthly Treasurer's Report for _____

_____***4-H Club***

1. Balance brought forward from _____ (date)		
2. INCOME		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10. Total income for month (add lines 3 thru 9)	$0.00	
11. Adjusted balance (add line 1 and line 10)		$0.00
12. Expenses		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20. Total expenses for month (add lines 13 thru 19)	$0.00	
21. Balance as of _____ (date)		$0.00

Prepared by _____ Date_____

(Treasurer's signature)

Annual Summary Financial Report

Name of 4-H Club _____
Name of Bank _____
For the 4-H Year beginning October 1, _____ and ending September 30, _____

1. **Balance at Beginning of Year**		
INCOME (By event of activity)		
2.		
3.		
4.		
5.		
6.		
7. **Total Income for Year** (Add lines 2 through 6)	$0.00	
8. **Adjusted Balance** (Add line 1 and line 7)		$0.00
EXPENDITURES (By event of activity)		
9.		
10.		
11.		
12.		
13.		
14.		
15. **Total Expenditures for Year** (Add lines 9 through 14)	$0.00	
16. **Balance at End of Year** (Subtract line 15 from line 8)		$0.00
If line 16 doesn't agree with bank statement, complete lines 17, 18 and 19		
17. Add checks that haven't cleared the bank		
18. Subtract deposits that haven't cleared the bank		
19. **Adjusted Balance** (Should agree with bank statement)		$0.00

Prepared by Treasurer_____ Date_____
Organizational Leader _____ Date _____
Extension Educator _____ Date _____

4-H CLUB MATERIALS & EQUIPMENT INVENTORY
4-H $ MANAGEMENT

(Please return a copy of this form to the Extension Office)

Club Name: _____ Club President: _____

Leader Name: _____

As your 4-H Club acquires materials, equipment, property, or other assets, keep an inventory by completing this form. As changes are made, an updated copy should be kept in the Club Secretary's book and a copy sent to your County Extension Office to be placed in your club's file.

DESCRIPTION OF ITEM	LOCATION OF ITEM	DATE ACQUIRED	COST/VALUE	FINAL DISPOSITION

If you don't have any equipment, write none

WW\4-h\club\inventory.doc
Form revised 10/30/01

CLUB ASSETS DISBURSEMENT FORM
4-H $ MANAGEMENT
FORM 4

(Please return a copy of this form to the Extension office)

Any club that handles money or acquires material assets should have a clearly defined and known procedure for disposing of the funds or assets if the club should disband. Money or assets acquired in the name of 4-H should continue to be used for that purpose even if the original club disbands. The following options are recommended:

- Your County 4-H Leader's Council
- University of Idaho 4-H Endowment
- Your County 4-H Builders' Club
- 4-H Award – Please Specify _____

Disbursement among the members and leaders of the club is not acceptable.

DIRECTIONS: Complete the form. Keep a copy in you club and send a copy to your County Extension System Office. Please complete and return the form annually – even if your club currently has no money or assets.

Club Name: _____

Leader Name: _____

Our club has discussed the above information and choose that, should the club disband, all money and material assets will be disbursed in the following manner or allocated by percentage (%):

_____ University of Idaho 4-H Endowment

_____Your County 4-H Leaders' Council

_____Your County 4-H Builders' Club

_____4-H Award – please specify _____

Club Leader: _____ Date: _____
Signature

Club President: _____ Date: _____
Signature

Club Treasurer: _____ Date: _____
Signature